



Job Description

Job Title: Program Coordinator .5 FTE
Salary: DOE
Reports to: APICAT Director

Scope of Work:

The Program Coordinator will support and work with coalition partners and other key community leaders to build capacity and implement APICAT's annual work plan to advance health promotion in the Asian American, Native Hawaiian and Pacific Islander (AANH&PI) community. This position requires a self-motivated individual with organizational, communication and interpersonal skills, ability to work independently, and experience working in the AANH&PI community.

Responsibilities:

1. Ability to schedule and arrange logistics and provide administrative support for APICAT coalition meetings.
2. Maintain communication with coalition partners and their organizations.
3. Coordinate and organize trainings for coalition partner
4. Prepare and disseminate educational and informational materials at local community events.
5. Attend various community meetings, and prepare and present information as needed.
6. Work together with community partners to host forums and trainings.
7. Involved with youth engagement and leadership activities.
8. Assist with preparing materials and writing reports.
9. Performs other duties as assigned.

Minimum Qualifications:

1. Bachelor's degree in health education, public health, human services or minimum of 4 years work experience in a related field.
2. At least two years of experience conducting community based activities.
3. Demonstrates oral, written and presentation skills
4. Knowledge of community engagement and outreach strategies.
5. Reflective of and have the ability to work effectively with individuals and groups from the diverse Asian American Native Hawaiian & Pacific Islander community
6. Ability to work effectively with individuals from diverse cultural and ethnic backgrounds.
7. Knowledge of community engagement and outreach strategies.
8. Intermediate level computer skills with database and word processing skills.
9. Knowledge and application of social media tools.
10. Valid Washington State driver's license, auto insurance coverage and access to insured vehicle
11. The selected candidate must pass thorough background investigation.

Please send resume & cover letter to: Elaine Ishihara - e.ishihara@comcast.net or mail 601 – So King Street, Suite 305, Seattle, WA 98104. Position opened until filled.